

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - ATASCADERO
ACCOUNTING DEPARTMENT**

JOB CLASSIFICATION: Staff Services Analyst

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under supervision, incumbents perform work of average difficulty in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; systems development; budgeting; planning; training; management; and personnel analysis; and do other related work. Work at this level is distinguished from lower-level assignments by the analytical evaluative nature of the work, rather than the performance of process-oriented assignments.

- 35% **Analyze and develop policies and procedures in the implementation of Fi\$Cal. Use judgement in interpreting and adapting guidelines such as policies, laws and rules, manuals, and job aids for application in Fi\$Cal. Process medical invoices for payment in a timely manner. Post Journal Entries for Prison Industry Authority & Department of General Services.** Ensure activities and services conform to all applicable rules and regulations and policies of the department and governmental agencies.

- 35% **Develop, maintain and monitor Fi\$Cal databases/spreadsheets to ensure compliance with mandated timelines for responses to control agencies. Maintain CalATERS Tables and assist employees with the CalATERS program to process expense, license and travel reimbursements.**

- 15% **Assist and train employees on new processes in Fi\$Cal. Prepare Accounts Receivable invoices.** Assure priority items are recognized and dealt with in a timely manner. **Perform problem solving and correct errors in daily activities in order to achieve the department goals and objectives.**

- 15 % **Develop and maintain weekly, monthly, quarterly, and annual reports; audits. Back up Accountant I desks in their absence** Provide periodic and timely submission of all requests for information. Reports to management and Department of State Hospitals Sacramento and other agencies. Independently compose correspondence related to analytical assignments.

2. SUPERVISION RECEIVED

Senior Accounting Officer, Supervisor

3. SUPERVISION EXERCISED

None

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles and practices of financial record keeping; basic principles of accounting; office

methods, procedures, and equipment; governmental accounting principles and procedures.

ABILITY TO:

Apply rules and regulations to specific cases; operate common office appliances used in financial record keeping work; analyze data and draw logical conclusions; dictate correspondence.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR

N/A

AGE SPECIFIC

N/A

MANAGEMENT OF ASSAULTIVE BEHAVIOR

N/A

RESTRAINT/SECLUSION

N/A

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

Basic knowledge of Accounting Department policies, laws, rules and regulations. Advanced knowledge of California policies, laws, rules and regulations as related to accounts payable.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Basic knowledge of state accounting financial system, Word and Excel computer operating programs; ability to operate 10-key.

6. LICENSE OR CERTIFICATION

N/A

7. TRAINING - Training Category = 15

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS (FLSA)

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date

Reviewing Officer's Signature

Print Name

Date